

TWP PROCEDURE: Author: TWPO	SCHEDULING AT&T CONFERENCE CALL	PRO(TWPPO)-072.001 09 November 2004 Page 1 of 2
--------------------------------	------------------------------------	---

Scheduling AT&T Conference Call

I. Purpose:

This procedure describes the steps to take when scheduling an AT&T conference call.

II. Cautions and Hazards:

None.

III. Requirements:

1. AT&T Conference Service Center number: 800-232-1234
2. Normally AT&T can accommodate any time frame (i.e., call them Monday morning at 10:00 am to schedule a call for Monday afternoon at 3:00 pm).

IV. Procedure:

A. Steps:

1. Obtain the following information from the person requesting the conference call: Date call is to take place, time call is to take place, how many callers there will be, and duration of call.
 - If there will be international participants, get their names and phone numbers.
2. Call the AT&T Conference Service Center.
 - Give the operator our folder ID # 264285214.
 - Tell the operator who will be hosting the call.
 - The operator will ask you for the information you obtained in step #1.
 - If there are to be international participants, let the operator know we want an operator to dial these participants in. The operator will then ask for the participants' names and phone numbers.
 - Always get automatic port expansion. This will guarantee that additional people can participate in the teleconference if necessary.
3. The operator will e-mail a copy of the reservation to the arranger and the host.
4. The host can contact the AT&T operator if problems arise by dialing #0, while on the call.

TWP PROCEDURE: Author: TWPO	SCHEDULING AT&T CONFERENCE CALL	PRO(TWPPQ)-072.001 09 November 2004 Page 2 of 2
--------------------------------	------------------------------------	---

V. References:

None.

VI. Attachments:

None.